

Ankeny Community Education

School Facilities Rental Contract

For Office Use Only

Total Hours: 63
Attendance: 3000
CUH: 189000

THIS AGREEMENT made and entered into this 30 day of July, 2010, by and between the Ankeny Board of Education, party of the first part, and City of Ankeny, Ankeny Arts Council & Ankeny Friends of the Arts party of the second part:

Santa's North Pole Village Craft Show

11/5/2010--11/6/2010

Event	Date of Event
Barb Vaske	1520 SW Ordinance Rd. Ankeny IA 50023
Person in Charge	Address
	Work Phone Home Phone

WITNESSETH: That the party of the first part for and in consideration of the payments herein agreed upon, hereby agrees to rent to the party of the second part:

BUILDING/ROOMS....TOTAL HOURS OF USE (Hours Before and After Meeting Included)
APPROVED SPECIAL EQUIPMENT OR ARRANGEMENTS

Senior High School in Gyms & Pit on Friday 11/05/10 at 3:00 PM to 9:00 PM

Senior High School in Gyms & Pit on Saturday 11/06/10 at 6:00 AM to 9:00 PM

Northview Middle School in East Gym, Main Gym and LR on Friday 11/05/10 at 3:00 PM to 9:00 P

Northview Middle School in East Gym, Main Gym and LR on Saturday 11/06/10 at 6:00 AM to 9:00

Parkview Middle in East Gym, Lunchroom, Main Gym on Friday 11/05/10 at 3:00 PM to 9:00 PM

Parkview Middle in East Gym, Lunchroom, Main Gym on Saturday 11/06/10 at 6:00 AM to 9:00 P

Keys will be checked out for Parkview & Northview.

Estimated Number of People: 3000

Key(s) Authorized for Checkout: Yes

Food/Beverage Approval: Yes Food and drink in designated areas only.

Group's Liability
Insurance Company (if

Comments: Estimate of 80 hours of overtime at a cost of approx. \$1800 plus charges for paper products and electricity used. Any additional monies for trash pickup to be billed when statement is received by Maintenance Dept. Entryway and hallway carpet at Northview to be cleaned at renter's expense after event. Set up times on Friday & tarp on Gym floor(s) to be coordinated with school activities. Friday will be a school day for students & there could be practice in the gyms.

That said party of the second part hereby agrees to pay to the party of the first part for the use of such property the sum

Room Rental Rate: \$0.00 Room Rental: \$0.00 Damage Deposit Due: \$0.00 Other Fees: \$0.00

Total Due: \$0.00

Explanation: No charge.

IN WITNESS WHEREOF the parties hereto have affixed their signatures on the 1st day of November, 2010.

ANKENY BOARD OF EDUCATION

(Party of the First Part)

~~City of Ankeny, Ankeny Arts Council & Ankeny Friends of the Arts~~
(Party of the Second Part)

BY

Bruce K. Kingston

BY

Co-Signee, Steven D. Van Oort, Mayor

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That the said party of the second part hereby agrees to comply with the provisions, schedules, and conditions a established by the Board of Education an which appear on the reverse side of this contract.

IN WITNESS WHEREOF the parties hereto have affixed their signatures on the _____ day of _____,

ANKENY BOARD OF EDUCATION

(Party of the First Part)

~~City of Ankeny, Ankeny Arts Council & Ankeny Friends of the Arts~~
(Party of the Second Part)

BY



BY

Co-Signee

Ankeny Community Education

Regulations for Community Group Usage of School Facilities

- A. The group representative will be the first inside the facility and the last to leave, making sure the facility is left in the same condition as it was before entering.
1. The group using the facilities must have at least one adult present during the time the facilities are being used.
 2. For youth functions such as dances or birthday parties, the sponsor must provide at least one adult chaperone per 10 students.
- B. The group representative will be responsible for the following of all regulations for the facility. The group representative will, as necessary, inform the group of all regulations, enforce these regulations, or call law enforcement or school officials for emergency assistance.
1. The facility must be used only for the purpose that it was originally intended as set forth with the Community Education office at the time of contract signing.
 2. When gymnasiums or multi-purpose rooms are used, the only activities permitted are those which would normally be termed as indoor activities. Activities that are normally outdoor activities (such as golfing, roller blading, soccer, throwing baseballs or softballs) are routinely prohibited.
 3. Smoking is prohibited in public school buildings and/or on school grounds, unless the grounds are is a designated smoking area (per Board Policy #902.10).
 4. There shall be no alcoholic liquors or beverages, or drugs brought to or consumed in the building or on the school grounds.
 5. There shall be no other beverages or foods brought into the buildings unless previously approved by the Community Education office and then great care must be exercised when using these items in the gymnasiums and on carpeted areas.
 6. All debris must be picked up by the renter. Trash bags containing food should be placed in outdoor dumpsters.
 7. When the kitchen or kitchen utensils and equipment are approved for use, District food service personnel will be arranged in advance at an hourly expense to the renter.
- C. The group representative assumes financial responsibility individually and on behalf of the organization being represented for any part of the school or contents made available therein that may be damaged or stolen during the hours the building was in use by the organization.
- D. The group representative shall be liable for any and all losses, damages, or injuries sustained by any person due to the negligence of the renter. The group representative is also responsible for proper management of parking, building, and crowd control with special regard for safety and capacity limits. The group representative shall indemnify and hold harmless the school district from any and all losses, damages, or injuries. The group may be denied future authorization for facility usage in the event of group abuse of usage privileges.
- E. In the event of inclement weather, the group representative is responsible to coordinate all notifications of postponements or cancellations. If snow removal is needed after school has been dismissed for the day (or for the previous school day), then the group is responsible to prepare, clean, safe access for evening, weekend or holiday usage.